



LOUISE LOWRY DAVIS CENTER – SMALL ROOM

LOCATION: 1232 De la Vina Street

HOURS: 8am – 9pm

PARKING: 109 spaces—parking permit required (see below)

AMPLIFIED MUSIC: Allowed until 9pm

KITCHEN: Available for an additional fee

TABLES: 8 (6 ft.) Tables & 10 Card Tables & 27 chairs

ELECTRICITY AVAILABLE: Yes

DESCRIPTION: Small meeting room

CAPACITY: Seated 30, Area 40

RESTROOMS: Yes

ALCOHOL PERMITTED: No

WATER AVAILABLE: Yes

KEYS REQUIRED: Yes, for front door

Important Rules & Information

Reservations: Reservations must be made at least **5** working days prior to the event.

Payment: A minimum payment of \$150 (or the reservation fee, whichever is less) and the application fee of \$5 must be made at the time of the reservation. Balance is due **14 days** prior to the event.

Reservation Time: Reservation is limited to the length of time specified on the permit, including setup and breakdown.

Parking: A parking permit is required from 8 am until 5 pm every day. For facility rentals, please request these permits within 48 hours prior to your event from the front office. Annual parking permits can be purchased for Lawn Bowling members or for participants in on-going classes.

Animals: Dogs, cats, birds and other pets are not allowed in any indoor facility at any time with the exception of service animals individually trained to provide assistance to an individual with a disability (i.e., guide dogs or signal dogs).

Keys: Please pick up the key one day before the event and return the key no later than one day after the event from our office at 620 Laguna St. For weekend events, pick up the key by 12 noon on Friday and return it by 12 noon Monday. Our offices are closed on weekends and holidays.

Chairs & Tables: Set up and tear down are the renter's responsibility, and chairs and tables must be returned to their proper areas before you leave.

Evening Groups: A monitor checklist will be filled out during your event. This checklist will determine the amount of your deposit refunded to you. For groups without deposits (non-profits, businesses), your next reservation may not be approved if checklist is less than satisfactory.

Last Out Secures Building: If your group is the last in the building, YOU are responsible for closing all windows, turning off all lights and locking all doors.

Furnace: Small room furnace must be turned off and on manually (at bottom of furnace).

Cancellation Policy: A 90% refund (10% withheld) of the reservation fee will be given if the cancellation is received at least 10 working days prior to the use date. Security and key deposits will be refunded in full if conditions for refund are met. Application fees are not refundable. If you have made a partial payment and cancel, 10% of the reservation fee will be calculated and retained.

Security Deposit Return: Your deposit will be returned if the facility is clean and undamaged, all keys are returned and you met all the provisions of your permit. If not, part or all of your deposit will be retained. The deposit will be returned approximately 10 working days after the event. If the deposit was paid by credit card, the card will be credited. If you paid by cash or check, a check will be sent in the mail.

Important Phone Numbers:

Emergency Services (for reporting after-hours emergencies like plumbing, electrical, unlock/lock up problems etc.): (805) 963-4286

Rules and Regulations for Facility Use

1. Authorized permit holders agree to comply with and accept all policies, rules and regulations pertaining to the use of City property. Any violation of said policies, rules or regulations shall be cause for permit revocation and immediate departure from the facility. Authorized individuals or groups shall be solely responsible for the conduct of members or participants (including individuals entering the area whether considered a member, affiliate or not) in any activity authorized to be held in any City facility and agree to limit admission to stated capacity of the area or facility; and for the use of all properties or other resources thereon; and shall agree to be responsible for damages or mistreatment of any part of any part of the facility as indicated on the permit and to pay the cost of any repairs or replacement therefore.
2. All City ordinances must be observed, including smoking, sound and use of alcoholic beverages. After two (2) notices of noise complaints on said reservation date, event will be immediately closed down.
3. City reserves the right of full access to all activities at any time to insure observation of rules and regulations. Improper group or individual conduct or use of a facility may be a basis for denying future permits.
4. Permit holder shall not sell any alcoholic beverages on the premises of any City facility without prior approval from the Alcoholic Beverage Control Office, the Police Department and the Parks and Recreation Department.
5. City ordinance prohibits driving or parking of any motorized vehicle upon park property without advance approval from Parks and Recreation Director. Driving vehicles on park property will be cause for deducting a minimum of \$25 per vehicle from Security Deposit. Actual damages to the park will be charged over the \$25 minimum.
6. The municipal code restricts posting of handbills and posters on telephone poles, signposts and public property. Permission of the owner must be obtained to post materials on private property. Facility use permits are subject to cancellation WITHOUT A REFUND if the City's Sign Ordinance is violated.
7. Issuance of final permit may be subject to the applicant obtaining other permits, approvals or insurance as required, including, but not limited to, Police Special Events Permit, City Business Tax Compliance Permit, County Health Permit or Alcoholic Beverage Permit.
8. A ratio of one adult to each 25 young people (age 17 and under) must be maintained throughout the course of any facility use unless otherwise arranged in advance.
9. If issued, City keys shall not be duplicated and must be returned to 620 Laguna on the next working day after rental date. There will be a \$10 charge for each lost key.
10. No equipment or furnishings (tables, chairs, sound equipment, picnic tables, park benches, etc.) may be removed from the premises of indoor or outdoor facilities without permission of the Parks and Recreation Director. Indoor and outdoor decorations should be discussed when application is submitted.
11. Permit holders using facilities with kitchen must furnish dishes, silverware, cooking utensils, towels, soap, etc., and agree to leave premises in a clean and orderly condition, including the removal of all trash and garbage.
12. City is not responsible for lost or stolen articles.
13. Permit may be revoked or security deposit retained if application is found to contain false or misleading information or when applicant purposely omits pertinent information or exceeds the stated limits of the permit.

De La Vina Street

Small Room			Large Room
		Office	
Chess Room		Kitchen	
		Bathroom	

Victoria Street